



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** April 14, 2016

**Closing Date:** Until Filled

**Job Listing Identification Number:** OCA-212-16-30

**State Classification Number and Step:** 1620/B26

**State Job Title:** Director I

**FLSA Status:** ☒ Exempt ☐ Non-Exempt

**Agency Job Title:** Director of Public Affairs

**Location:** Austin, Texas

**Monthly Salary Range:** \$5,785.00 - \$8,333.00

**Type of Job:** ☒ Full Time ☐ Part Time

**Remarks:** Salary commensurate with experience

**Travel Required:** ☒ Yes **10%** ☐ No

**Job Description:** Performs advanced (senior-level) managerial work providing direction and guidance in strategic operations and planning of the communications and public affairs functions of the agency. Plans, organizes, directs and implements comprehensive agency-wide public information, community education and outreach and media relations programs and activities, including government relations functions with the Legislative and Executive Branches of government; represents the agency on public and media relations matters; directs and participates in facilitating and enhancing two-way communication between the agency and its multiple stakeholders; provides expert professional assistance and guidance to judicial officers, executives, managers and staff on public affairs, media relations and community outreach matters. Assists the Administrative Director with agency activities related to the legislative session, including attending legislative hearings and meetings with legislators, legislative staff, and other legislative liaisons. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

#### Essential Job Functions:

- Develops, executes and measures a comprehensive strategic communications plan to broaden other branch, public, media and stakeholder understanding of and interest in matters involving the agency and the Judicial Branch.
- Acts as media liaison/spokesperson for the agency where appropriate, including responding to inquiries and requests from the media and the public. Refers media to appropriate resources or individuals when applicable.
- Serves as spokesperson and prepares others for interviews, press conferences, and public events.
- Coordinates responses to legislative inquiries.
- Coordinates responses to public information requests under Rule 12 of the Texas Rules of Judicial Administration.
- Develops internal communications strategy to enhance employee and judicial officer understanding of agency and branch initiatives and priorities through development of internal communications, such as newsletters, webcasts, town hall meetings and forums.
- Directs the development, layout, publication, distribution and updating of a wide range of internal and external communications pieces and materials, including press releases, Op-Ed articles, speeches, newsletter articles, annual reports, legislative updates, brochures, fact sheets, social media and website content, and other informational materials.

- Develops and maintains constructive relationships with key external constituencies, including the media, attorneys, law schools, colleges and high schools, community leaders/organizations, public officials, government entities and the public.
- Provides advice to the Administrative Director and internal constituents on policy and legislative issues.
- Assists the Administrative Director with agency activities related to the legislative session, including attending legislative hearings and meetings with legislators, legislative staff, and other legislative liaisons.
- Oversees contact and communications with legislators, legislative staff, and external groups.
- Oversees tracking and monitoring of pending legislation affecting the courts; informs affected parties of their status; drafts amendments and takes appropriate action, using independent judgment. Drafts talking points, and other communication tools.
- Oversees the development of updates to judges and court personnel on the status of legislation, on legislative activities during the session, and on new laws after adjournment.
- Plans, supervises and promotes special civic and educational programs in coordination with the Judiciary.
- Makes presentations in a variety of settings including public meetings, legislative hearings, classrooms, public events, and community groups.
- Advises other agency and judicial personnel on responding to media requests as appropriate.
- Performs related work as assigned.

#### **Minimum Qualifications:**

- Graduation from an accredited four-year college or university with coursework in English, public relations, communications, journalism, public administration, business administration, or a closely related field.
- Four years of progressively responsible public affairs, public information, community outreach or intergovernmental relations experience.
- Knowledge of state legislative processes and state government administration.

#### **Required Skills and Abilities:**

- Excellent organizational skills
- Skill in compiling, evaluating and presenting legislative information
- Skill in policy analysis and research
- Excellent oral and written communication skills
- Ability to analyze issues, to work under pressure and to meet close deadlines
- Proficiency in standard word processing and spreadsheet office software

#### **Preferred Qualifications:**

- Graduation from an accredited law school.
- Experience and/or knowledge of the Texas judicial system
- Knowledge of the principles and procedures of managing and administering communications programs for a branch of government or a large, diverse and multifaceted organization.
- Experience working collaboratively with a wide variety of internal and external customers.
- Experience analyzing and evaluating data.

**Note:** The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. 30PX, 35PX, 46A, 46Z, 165X, PA, 03, 019, INF, 4302, 4305

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_InformationandCommunication.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf)

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-1648 or email to [ocajobs@txcourts.gov](mailto:ocajobs@txcourts.gov). State applications are available on the Internet at [WorkinTexas.com](http://WorkinTexas.com). Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

**The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.**

**In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Tracie Reyher, the Office of Court Administration's Human Resources Specialist, at 512/463-2073.**